



FOR APPROVAL

NUMÉRO DU DOSSIER/FILE #: 2016-008824

COTE DE SÉCURITÉ/SECURITY CLASSIFICATION: PROTECTED B

**TITRE/TITLE: Approval for Overspending Hospitality**

**SOMMAIRE EXÉCUTIF/EXECUTIVE SUMMARY**

- Your approval is sought in relation to hospitality costs that exceed the maximum per capita for a meeting of the Coordinating Committee of Senior Officials–Youth Justice (CCSO-YJ), held in Toronto on March 17, 2016.
- This meeting had been previously approved as part of the Travel, Hospitality, Conference, and Event Expenditures 2015-2016, and separate approval was obtained for hospitality (health breaks) for this meeting.
- Although the final amount for hospitality (\$698.70) is within the approved hospitality costs for this meeting (\$700), it exceeds the maximum per capita allowed under Treasury Board Secretariat (TBS) hospitality guidelines.
- The approval of hospitality costs that exceed the per capita allowed under TBS hospitality guidelines requires ministerial approval.
- This expense was paid using a corporate credit card on April 3, 2016, and the [REDACTED]
- It is recommended that you approve the hospitality costs of \$698.70 for the CCSO-YJ meeting held in Toronto March 17, 2016.

Approbation/signature de la ministre demandée pour le/Minister's signature/approval requested by:

May 10, 2016

s.21(1)(a)

Soumis par (secteur)/Submitted by (Sector):

Policy Sector

Responsable dans l'équipe du SM/Lead in the DM Team:

Stéphanie Poliquin

Revue dans l'ULM par/Edited in the MLU by:

Matt Ignatowicz

Soumis au CM/Submitted to MO: May 6, 2016



Protected B  
FOR APPROVAL

2016-008824

## MEMORANDUM FOR THE MINISTER

### Approval for Overspending Hospitality

#### ISSUE

Your approval is sought in relation to hospitality costs that exceed the maximum per capita for a meeting of the Coordinating Committee of Senior Officials–Youth Justice (CCSO-YJ), held in Toronto on March 17, 2016.

#### BACKGROUND

The CCSO-YJ serves as a forum for on-going monitoring and discussion of legislation and inter-jurisdictional youth justice policies, programs and other issues. It meets in person once a year, with additional meetings or teleconferences as required.

The most recent in-person meeting of CCSO-YJ took place on March 17, 2016, in Toronto. This event had been previously approved as part of the Travel, Hospitality, Conference, and Event Expenditures (THCEE) 2015-2016 (Annex 1, item 18b), but did not include hospitality as the dates, location, and other details were not known at the time. When the Federal-Provincial-Territorial Working Group on Youth Justice Cost-Sharing and Programs—which shares many of its members with CCSO-YJ—decided it would meet at The Fairmont Royal York in Toronto on March 15-16, 2016, it was agreed that the CCSO-YJ meeting would take place the next day at the same venue in order to save costs.

It was proposed that hospitality in the form of health breaks be provided for the CCSO-YJ meeting on March 17, both to mirror the hospitality being provided by the Working Group and to allow members an opportunity to network during the breaks rather than seek refreshments elsewhere on the hotel premises. In January 2016, approval was sought and obtained from the Senior Assistant Deputy Minister, through a THCEE one-off (Annex 2), for the hospitality expenditures in relation to this meeting, estimated at \$700 based on a quote from the Fairmont Royal York Hotel. At the time the quote was provided, the actual number of participants was not known and so the estimate was done based on the CCSO-YJ membership.

s.21(1)(a)

The order for health breaks was confirmed one week before the meeting. At that time, 23 participants had confirmed their participation.

[REDACTED]

In the end, there were 21 participants in attendance (in-person) for the March 17 meeting. The final invoice from the hotel for the health breaks amounted to \$698.70 (Annex 3). While within the approved hospitality costs (\$700), this amount exceeds the

maximum per capita allowed under TBS hospitality guidelines of \$12.41 per health break (breakfast allowance of \$16.55 x 0.5 x 1.5); \$20.19 was spent for the morning break and \$13.08 was spent for afternoon break.

## CONSIDERATIONS

s.21(1)(a)

The approval of hospitality costs that exceed the per capita allowed under TBS hospitality guidelines requires ministerial approval. Approval is required as soon as possible as this expense was paid using a corporate credit card on April 3, 2016 (Annex 4). [REDACTED]

## RECOMMENDATION

It is recommended that you approve the hospitality costs of \$698.70 for the CCSO-YJ meeting held in Toronto March 17, 2016.

## ANNEXES

- Annex 1: THCEE 2015-2016
- Annex 2: SADM approved THCEE one-off for hospitality
- Annex 3: Hospitality Invoice
- Annex 4: BMO credit card statement dated April 3, 2016

### PREPARED BY

Marie-Anne Vallée  
Administrative Officer  
Youth Justice and Strategic Initiatives  
Section  
613-957-7272

☐ I CONCUR.

☐ I DO NOT CONCUR.

☐ OTHER INSTRUCTIONS:

---

The Honourable Jody Wilson-Raybould

---

Date

[illegible]



000005

000006

000007





CCM#: 2016-001073  
Classification: Protected B  
FOR APPROVAL  
Action by/Deadline: 2016/02/04

## MEMORANDUM TO THE SENIOR ASSISTANT DEPUTY MINISTER

**Hospitality Expenditure (THCEE) One-Off Request: Approval for hospitality for the in-person Meeting of the FPT Coordinating Committee of Senior Officials – Youth Justice in Toronto on March 17, 2016.**  
**(FOR APPROVAL)**

### SUMMARY

- The next in-person meeting of the Coordinating Committee of Senior Officials – Youth Justice (CCSO-YJ) is scheduled to take place in Toronto on March 17, 2016.
- Although that meeting was previously approved as part of the THCEE 2015-2016 (see Annex B), approval is now sought for hospitality expenditures which had not been anticipated at the time. The hospitality costs, which are estimated at \$700, require Senior Assistant Deputy Minister-level approval.

**DO YOU APPROVE under the Expenditure Initiation Authority and Certified pursuant to Section 32 of the *Financial Administration Act*? Please also sign the THCEE form (Annex A) under Section 8.**



### BACKGROUND OF THCEE ACTIVITY

The Coordinating Committee of Senior Officials – Youth Justice (CCSO-YJ) serves as a forum for on-going monitoring and discussion of legislation and inter-jurisdictional youth justice policies, programs and other issues. It meets in person once a year, with additional meetings or teleconferences as required.

The most recent CCSO-YJ teleconference was held on January 6, 2016 where it was agreed that the next in-person meeting would take place on March 17, 2016, in Toronto. The next in-person meeting was previously approved as part of the THCEE 2015-2016 (see item 18b), although the dates, location and other details were not known at the time. Part of the reasons for holding the next in-person meeting in Toronto on March 17, 2016 is to take advantage of the fact that the FPT WG on Youth Justice Cost-Sharing and Programs is also meeting in Toronto on March 15-16, 2016. Further, there will be a joint meeting of CCSO-YJ and the FPT WG on Youth Justice Cost-Sharing and Programs on the afternoon of March 16, 2017. Both meetings will be held at The Fairmont Royal York in Toronto. Because hospitality will be offered during the meeting of the FPT WG on Youth Justice Cost-Sharing and Programs (including the joint meeting with CCSO-YJ), it is proposed that similar hospitality (in the form of health breaks) be provided to participants for the CCSO-YJ meeting on March 17.

## KEY CONSIDERATIONS / OPTIONS

1. The meeting on March 17, 2016 is an all-day meeting and it is proposed that two fifteen minute health breaks be provided in the conference room. This would allow members an opportunity to network during the breaks rather than seek refreshments elsewhere on the hotel premises.
2. The estimated cost for hospitality (two health breaks) is \$700. Such hospitality requires Senior Assistant Deputy Minister-level approval.

## FINANCIAL IMPLICATIONS

1. The hospitality estimate respects all the rules, directives and guidelines related to THCEE.

## COMMUNICATION PLAN

N/A

## RECOMMENDATION


It is recommended that you indicate your concurrence by signing the approval block in the summary box and the attached THCEE in Annex A.

Attachments

Annex A – Detailed THCEE one-off chart

Annex B – Previously Approved (excerpt from signed THCEE 2015-2016)


### Prepared by:

 Suzanne Léger, Program Manager, Youth Justice & Strategic Initiatives Section

Tel: (613) 957-4738


Date: January 18, 2016

### Reviewed by:

 Marie-Anne Vallée, Administrative Officer, Youth Justice & Strategic Initiatives Section

Tel: (613) 957-7272

Date: January 18, 2016

 Jean-François Noël, A/Senior Counsel and Team Leader, Youth Justice & Strategic Initiatives Section

Tel: (613) 952-1105

Date: January 18, 2016

CCM#: 2016-001073

**Reviewed by Direct Report to the SADM**

Danièle Ménard, Director General and General Counsel, Youth Justice and Strategic  
Initiatives Section

Tel: (613) 957-7224

Date: January 18, 2016



- ☒ The hospitality is within my budget.
- ☐ I confirm that funds will be committed.
- ☒ The policies and directives have been respected.

CCM#: 2016-001073




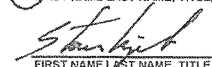
Annex A

Section 1: Activity Information (Mandatory) / Information sur les activités (obligatoire)				Section 2: Travel / Voyage				Section 3: Hospitality / Accueil				Section 4: Conferences / Conférences				Section 5: Events / Événements				Section 6: Other Comments / Autres commentaires				Section 7: Summary / Sommaire			
Activity Number / Numéro de l'activité	Core or Non-Core / Essentielle ou non-essentielle	What? / Quoi?	Why? / Pourquoi?	Participants / Raison pour le # de participants	Date	Location / Lieu, ville	Name of Traveler / Nom du voyageur	# of Participants / Nombre de participants	Additional Travel Details / Détails supplémentaires de voyage	Blanket Travel Authority and Annual Authority to Estimated Expenditures / Total	# of Participants / Nombre de participants	Host / Hôte	Location / Emplacement	Food / Boissons / Aliments, boissons	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues	Forecasted Expenditures / Dépenses prévues		
1	core	Permission is sought for hospitality expenses for the Coordinating Committee of Senior Officials (CCSO-YJ) on March 17, 2016.	The meeting is an opportunity for the FBT CCSO-YJ's to meet on an annual basis and to further expand on youth justice issues in their jurisdiction.	YJSIS provides Secretariat support to CCSO-YJ. The meeting is a full-working day. Two health breaks of 15 minutes each, one in the morning and one in the afternoon. Bakery food and beverages would be provided during the health breaks.	17-Mar-16	Toronto, ON					10	YJSIS	Health break facility / installation non gouvernementale	Other / Autres													
Gran Total / Grand Total																							\$700.00				

Section 8: Approvals / Approbations

Expenditure Initiation Authority and Certified pursuant to Section 32 of the Financial Administration Act /  
Pouvoir d'engagement des dépenses et Certifié en vertu de l'article 32 de la Loi sur la gestion des finances publiques

 30/01/2016  
FIRST NAME LAST NAME, TITLE, DIRECTION Initials Date

 20/16  
FIRST NAME LAST NAME, TITLE, DIRECTION Initials Date

\_\_\_\_\_  
FIRST NAME LAST NAME, TITLE, DIRECTION Initials Date

\_\_\_\_\_  
FIRST NAME LAST NAME, TITLE, DIRECTION Initials Date



Justice Canada  
Ms Marie-Anne Vallée  
360 Albert Street,  
Ottawa, ON K1A 0H8  
CA

The Fairmont Royal York  
100 Front Street W  
Toronto ON M5J 1E3

Tel: (416) 368-2511  
Fax: (416) 368-9040

Business Block Name: CCSO YJ - Block ID 921394

Arrival: Monday, 14 March 2016

Departure: Sunday, 20 March 2016

**Pro Forma Invoice 18% S/C**

	Qty	Curr.	Unit Price	Total
<b>Thursday, 17 March 2016</b>				
<b>AM Coffee Break - Event ID 982731 - British Columbia Foyer</b>				
Low-Fat and Flavoured Muffins Including: Blueberry, Multigrain, Bran and Cranberry Oat	3	CAD	56.00	168.00
H.C. Valentine Coffee Company Regular Coffee	1	CAD	100.00	100.00
Fairmont Blended Black, Green and Herbal Teas	1	CAD	50.00	50.00
<b>PM Coffee Break - Event ID 982732 - British Columbia Foyer</b>				
Five Chewy Homestyle Cookies: Chocolate Chunk, Oatmeal Raisin, Butter Toffee,	3	CAD	52.00	156.00
Cranberry Oatmeal, White Chocolate Macadamia Nut				
H.C. Valentine Coffee Company Regular Coffee	1	CAD	50.00	50.00
<b>Summary by Catering Revenue Group</b>				
Food		CAD		524.00
<b>Estimated Total</b>		CAD		524.00
			Service Charge at 18%	94.32
			HST at 13%	80.38
			<b>Total including Tax</b>	<b>698.70</b>

Please review all charges.

Signature \_\_\_\_\_

Deposit	%	Deposit Req.	Due Date	Paid Deposit	Due Amount	Description
Unallocated				750.00	- 750.00	
				750.00	- 750.00	
<b>Total</b>				750.00	- 750.00	

# Your Acquisition Card Statement

LOUISE VILLENEUVE

GOVT OF/GOUV DU CANADA

→ Stmt. date: Apr. 3, 2016 → Acct. balance: \$7,959.09 → Pymt. due by: Apr. 28, 2016 → Min. payment: \$7,959.09

## Details of your transactions

Item no.	Trans date	Posting date	Description	Amount
TRANSACTIONS FOR ACCOUNT NUMBER - [REDACTED]				
1	Mar. 4	Mar. 4	CARLETON WEB 613-520-2600 ON	56.50
2	Mar. 15	Mar. 15	ROYAL YORK HOTEL TORONTO ON	5,282.66
3	Mar. 15	Mar. 15	ROYAL YORK HOTEL TORONTO ON	945.00
4	Mar. 15	Mar. 15	RIDEAU RECOGNITION SOL MONTREAL QC	247.47
5	Mar. 22	Mar. 23	SPEEDY MESSENGER SERVI OTTAWA ON	124.33
6	Apr. 3	Apr. 3	DELINQUENCY INTEREST CHARGE @ 3.00%	1.99
7	Apr. 3	Apr. 3	INTEREST ADVANCES @ 03.00000% TO 03APR	0.00
8	Apr. 3	Apr. 3	INTEREST PURCHASES @ 03.00000% TO 03APR	0.00

OUR RECORDS INDICATE THAT YOUR ACCOUNT REMAINS PAST DUE. YOUR CASH WITHDRAWAL PRIVILEGES HAVE BEEN SUSPENDED. IF YOU HAVE RECENTLY SUBMITTED A PAYMENT WE THANK YOU.

Report any items which do not agree with your records within 30 days of statement date.

## Your account at a glance

Previous balance, Mar. 3	\$1,301.14
- Payments - thank you	\$0.00
- Other credits	\$0.00
+ Purchases	\$6,655.96
+ Cash advances/Cheques	\$0.00
+ Interest	\$1.99
+ Fees	\$0.00
+ Other charges	\$0.00
→ New account balance, Apr. 3	\$7,959.09
→ Minimum payment due by Apr. 28, 2016	\$7,959.09
(Your minimum payment includes \$1,301.14 past due)	
→ Amount you're paying (\$)	\$
Your credit limit	\$15,000.00
Credit available, Apr. 3	\$ 7,040.91

## Helpful information

### Transactions listed in this statement :

Airlines	\$ 0.00
Hotel	\$ 6,227.66
Car rental	\$ 0.00
Restaurants	\$ 0.00
Retail	\$ 371.80
Cash advances/Cheques	\$ 0.00
Other	\$ 56.50

### Interest charges and rates

Item	Purchases / Other	Cash advances/Cheques
Interest charges on this statement (\$)	\$0.00	\$0.00
Annual interest rates next period (%)	3.00000%	3.00000%
Daily interest rates next period (%)	0.00819%	0.00819%

### Contact us

Elsewhere call

Canada & US

Please address any written enquiries to:

Enquiries/Lost or stolen cards: 416-232-6200 1 866 667-4849

MasterCard  
P.O.Box 300 Station M  
Toronto, ON M6S 4X2

® Registered trademark of Bank of Montreal.  
® Registered trademark of MasterCard International Incorporated.



BMO Financial Group

PO BOX 187 STATION F  
TORONTO ON M4Y 2L5

LOUISE VILLENEUVE  
360 ALBERT STREET 14TH FLOOR  
OTTAWA ON  
K1A 0H8

Account number:	[REDACTED]
Account balance:	\$ 7,959.09
Minimum payment due:	\$ 7,959.09
Payment due by:	Apr. 28, 2016

→ Amount you're paying (\$):

→ **IMPORTANT PAYMENT INFORMATION:**  
If you are paying by mail, please make your cheque or money order payable to BMO Bank of Montreal. Mail your payment to: MasterCard Payment Centre, P.O. Box 6044 Stn. Centre-Ville, Montreal, Quebec H3C 3X2

5569099994518870 000795909 000795909

000014

JTA0254702-0005575-02717-0001-0001-00-2

02717